

Computers In Business

SECTION 1

Keyboarding Activities

KEYBOARDING ACTIVITIES

Standard 0000-01

Objective 0101

OVERVIEW: The students will do a variety of different keyboarding activities to help improve their speed and accuracy and reemphasize good technique. Students will be assessed on their keyboarding techniques upon entry into the class with a rating of Mastery ~ 4, Near Mastery ~ 3, Partial Mastery ~ 2, or Minimal Mastery ~ 1.

ACTIVITIES:

- 3-Minute timings at the beginning of class to record students speed and accuracy
- 3-Minute timings periodically throughout the course to allow students to improve their speed and accuracy
- Technique check at the beginning of the course to evaluate the each student's technique
- Technique check throughout the course to reevaluate each student's technique
- Daily warm-ups to help students improve their speed and accuracy
- Drill work periodically to help students improve their speed and accuracy
- Keying in a computer program designed to help students improve their speed and accuracy
- Idea obtained from a reading workshop with Dr. Janet Allen;

something where the students have to think, key, and resolve.

Five day warm up assignment. Key the answers to these questions in a 3 minute time period. Print when finished and save so all can be stapled together and turned in on the last day. Use the last day to have the students review all answers to the questions and discuss if they feel different than they did on the first day of the assignment.

Day 1 --Did you get into a conflict over the weekend? If yes, what is your side of the story?

Day 2 --Put yourself into the other person's shoes. What do you think is their side of the story?

Day 3 --Why do you feel you were right?

Day 4 --Why do you think the other person thinks they are right?

Day 5 --What could you have done to change things?

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